New Business Cards Tomorrow ordering process
Effective 07/01/02
Orderprinting.com Instructions

1. Use your internet connection to reach
   http://www.orderprinting.com/

2. Type in your User Name, Password (shown below), and your login name, click on "Login Now".

3. To order a shell or standard format item, click on "Place an Order".

4. Scroll down the list of choices and click on the desired product to order. The ordering screen will open showing a sample of the selected product.

5. Click on desired "quantity".

6. In your information fields, type the desired information, such as name, title, phone, address, etc. Proof your work carefully to ensure accuracy.

7. Click on the "next" when finished with all text fields.

8. Type any special instructions in the "comments" field and enter Purchase Order Number if needed.

9. Click on "next".

10. Be sure to review finished card for typos, type styles, ink colors, etc. Also check the order summary for accuracy in shipping, comments, finish, etc.

11. If all is correct click on "submit". If corrections are needed, click on "Make changes" and start again with step #5.

12. Your order has been sent.

13. Click on the appropriate button "logoff, place another order, or order another similar".
    a. "Logoff" does just that, disconnects you from our servers.
    b. "Place Another Order" takes you back to the welcome screen.
    c. "Order Another Similar" takes you to the item page with the text blocks the same as   the card just ordered.

Department of Health
Your Account 30336936
Your password hlbct

If you have any questions, please feel free to call 801/538-6608 or mailto:jtalbot@utah.gov
 Judy Talbot, DOH Purchasing Agent.